

# Guide to the Visiting Nurse Association of Northern Virginia records, 1938-1997

Visiting Nurse Association of Northern Virginia records  
1938-1997



A Collection in Special Collections and Archives C0054  
George Mason University Libraries  
2011

## History

**Processed by:** Special Collections and Archives Staff

## Title Statement

Guide to the Visiting Nurse Association of Northern Virginia records, 1938-1997

**Subtitle:** Visiting Nurse Association of Northern Virginia

**Collection:** C0054

**Author:** FINDING AID AUTHOR

## Publication Statement

**Date:** 2006 By George Mason University Libraries. All rights reserved.

**Publisher:** George Mason University Libraries

## Profile Description

**Creation:** Machine-readable finding aid derived from being created directly into EAD, created by FINDING AID ENCODER, FINDING AID ENCODED DATE

**Language Usage:** Description is in English

## Revision Description

**2013-11-21** Converted to schema conforming EAD by dtd2schema.vh.xsl.

## Descriptive Summary

**Collection number**

C0054

**Date**

1938-1997

**Language**

English

**Abstract**

This collection contains nearly fifty years of records of the Visiting Nurse Association of Northern Virginia. Materials include meeting minutes, financial statements, correspondence, reports, and memoranda.

**Creator**

Visiting Nurse Association of Northern Virginia

**Physical Characteristics**

16.5 linear ft.

**Repository**

George Mason University. Special Collections and Archives.

## Administrative Information

**Access Restrictions**

Collection is open to research.

**Use Restrictions**

There are no restrictions.

**Acquisition Information**

Collection donated by Emilie Deady in 1998.

**Processing Information**

Processed in 2011 by Leah Donnelly. EAD markup completed by Eron Ackerman and Jordan Patty in August 2009. Additional EAD markup completed by Leah Donnelly in March 2011

**Preferred Citation**

Visiting Nurse Association of Northern Virginia records, Collection #C0054, Special Collections and Archives, George Mason University.

## Adjunct Descriptive Data

## Related Material

Special Collections and Archives also holds other collections that contain material on health care in Virginia.

## Historical Information

The Visiting Nurse Association of Northern Virginia was founded under the not-for-profit company Visiting Nurse Home Care, Inc. in 1937 to provide medical care across the Northern Virginia region. Under a team of physicians, registered nurses, home health aides, volunteers, and social workers, the services offered by the Association and the VNA Community Hospice include skilled nursing care, home health aide service, rehabilitation therapy, social work, and a volunteer program. Its area of expertise encompasses such diverse health-care provision as preventative care for diabetes and health education, mental health treatment, home infusion therapy, AIDS treatment, and assistance and counseling for the terminally ill and their families.

## Scope and Content

This collection contains nearly sixty years of records of the Visiting Nurse Association of Northern Virginia. Materials include meeting minutes, financial statements, correspondence, reports, and memoranda.

The meeting minutes in Series 1 are sub-divided into two sub-series according to group: VNA Board of Directors (1.1) and Other Committees (1.2). The first sub-series covers the agendas, activities, and administrative decisions of the Board of Directors from meeting held between 1937 and 1997 as well as the minutes for the Executive Committee and joint committee meetings with the Board and Board Retreats. The second sub-series contains the meeting minutes from the numerous VNA committees including the VNA Community Hospice, Finance Committee, Mid-Management Committee, and the Professional Advisory Committee.

The correspondence in Series 2 covers the years 1937 to 1997 with the bulk of the materials falling in the 1970s-1980s. The correspondence documents communications between the VNA and the Board of Directors, outside hospitals, legal counsel, and citizens who used the VNA services.

Series 3 is arranged by subject and contains files that contain information related to events that were

important in the administration of the VNA. Prominent subjects include by-laws, contracts, informational pamphlets, materials related to the VNA's National League of Nursing (NLN) accreditation, and the merger of the VNA with INOVA. The materials cover the date range of 1937 to 1997.

Series 4 contains photographs from the VNA. The images include nurses making house calls in a number of different settings, including rural homes and elder care centers. The photographs show nurses in their uniforms working with patients in a variety of tasks: conducting clinical tests, providing, physical therapy, and conducting speech and occupational therapy. Other images are from award ceremonies, banquets, and receptions. There are a number of undated images, but the bulk of photographs are from 1955 through the 1970s.

The oversize materials in Series 5 date from 1959 to 1997. Objects include award plaques, organizational membership certificates, and the pages of a large scrapbook, which covers the years 1959 through 1964 and contains a large amount of news clippings about the VNA.

## Index Terms

### Corporate Names:

Visiting Nurse Association of Northern Virginia.

### Subjects:

Medical care--Virginia.

Nursing services--Virginia.

## Arrangement

This collection is organized into 5 series by document type and subject; the first series (meeting minutes) is divided into 2 sub-series by committee type. Series 3 is arranged alphabetically by subject.

- Series 1: Meeting Minutes, 1937-1997 (Box 1-16)
- Series 2: Correspondence, 1930s-1997 (Box 17-18)
- Series 3: Subject Files, 1930s-1997 (Box 19-30)
- Series 4: Photographs, 1955-ca.1979 (Box 31)
- Series 5: Oversize Materials, 1959-1997 (Box 32-33)

## Contents List

### Series 1: Meeting Minutes,

**Unit Date** 1937-1997

#### Scope and Content

This series is divided into two sub-series: minutes from the Board of Directors and minutes collected from other committees.

#### Subseries 1.1: VNA Board of Directors Meetings,

**Unit Date** 1937-1997

##### Board Membership Lists (1 of 2),

**Unit Date** 1937-1994

**Container** 1 (box)

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##### Board Membership Lists (2 of 2),

**Unit Date** 1937-1994

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**Container** 2 (Folder)

**Committee Assignments,**

**Unit Date** 1943-1992

**Container** 1 (box)

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**Board Orientation Materials (1 of 2),**

**Unit Date** 1963-1966

**Container** 1 (box)

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**Board Orientation Materials (2 of 2),**

**Unit Date** 1967-1987

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**Container** 5 (Folder)

**Board of Directors Meeting Minutes,**

**Unit Date** 1937

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**Board of Directors Meeting Minutes,**

**Unit Date** 1938

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**Board of Directors Meeting Minutes,**

**Unit Date** 1939

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**Board of Directors Meeting Minutes,**

**Unit Date** 1940

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**Board of Directors Meeting Minutes,**

**Unit Date** 1941

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**Board of Directors Meeting Minutes,**

**Unit Date** 1942

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**Board of Directors Meeting Minutes,**

**Unit Date** 1943

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**Board of Directors Meeting Minutes,**

**Unit Date** 1944

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**Board of Directors Meeting Minutes,**

**Unit Date** 1945

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**Board of Directors Meeting Minutes,**

**Unit Date** 1946

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**Board of Directors Meeting Minutes,**

**Unit Date** 1947

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**Board of Directors Meeting Minutes,**

**Unit Date** 1948

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**Board of Directors Meeting Minutes,**

**Unit Date** 1949

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**Board of Directors Meeting Minutes,**

**Unit Date** 1950

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**Board of Directors Meeting Minutes,**

**Unit Date** 1951

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**Board of Directors Meeting Minutes,**

**Unit Date** 1952

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**Board of Directors Meeting Minutes,**

**Unit Date** 1953

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**Board of Directors Meeting Minutes,**

**Unit Date** 1954

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**Board of Directors Meeting Minutes,**

**Unit Date** 1955

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**Board of Directors Meeting Minutes,**

**Unit Date** 1956

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**Board of Directors Meeting Minutes,**

**Unit Date** 1957

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**Board of Directors Meeting Minutes,**

**Unit Date** 1958

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**Board of Directors Meeting Minutes,**

**Unit Date** 1959

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**Board of Directors Meeting Minutes,**

**Unit Date** 1960

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**Board of Directors Meeting Minutes,**

**Unit Date** 1961

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**Board of Directors Meeting Minutes,**

**Unit Date** 1962

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**Board of Directors Meeting Minutes,**

**Unit Date** 1963

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**Container** 27 (Folder)

**Board of Directors Meeting Minutes,**

**Unit Date** 1964

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**Board of Directors Meeting Minutes,**

**Unit Date** 1965

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**Board of Directors Meeting Minutes,**

**Unit Date** 1966

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**Board of Directors Meeting Minutes,**

**Unit Date** 1967

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**Board of Directors Meeting Minutes,**

**Unit Date** 1967-1968

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**Board of Directors Meeting Minutes,**

**Unit Date** 1968

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**Board of Directors Meeting Minutes,**

**Unit Date** 1969

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**Board of Directors Meeting Minutes,**

**Unit Date** 1970

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**Board of Directors Meeting Minutes,**

**Unit Date** 1970-1971

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**Board of Directors Meeting Minutes,**

**Unit Date** 1971

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**Board of Directors: Executive Committee Meeting Minutes,**

**Unit Date** 1973

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**Board of Directors Meeting Minutes,**

**Unit Date** January-June, 1974

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**Board of Directors Meeting Minutes,**

**Unit Date** Fiscal Year 1975

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**Board of Directors Meeting Minutes,**

**Unit Date** Fiscal Year 1976

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**Container** 11 (Folder)

**Board Referendum: Bookkeeping Machine,**

**Unit Date** 1976

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**Container** 12 (Folder)

**Board of Directors Meeting Minutes,**

**Unit Date** Fiscal Year 1977

**Container** 3 (box)

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**Board of Directors Meeting Minutes,**

**Unit Date** Fiscal Year 1978

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**Board of Directors Meeting Minutes,**

**Unit Date** Fiscal Year 1979

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**Board of Directors and Executive Committee Meeting Minutes,**

**Unit Date** Fiscal Year 1980

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**Container** 16 (Folder)

**Board of Directors and Executive Committee Meeting Minutes,**

**Unit Date** Fiscal Year 1981

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**Board of Directors and Executive Committee Meeting Minutes,**

**Unit Date** Fiscal Year 1982

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**Board of Directors and Executive Committee Meeting Minutes,**

**Unit Date** Fiscal Year 1983

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**Board of Directors and Executive Committee Meeting Minutes,**

**Unit Date** Fiscal Year 1984

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**Board of Directors and Executive Committee Meeting Minutes,**

**Unit Date** Fiscal Year 1985

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**Board Retreat,**

**Unit Date** 1985

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**Full Board Minutes (1 of 2),**

**Unit Date** Fiscal Year 1986

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**Full Board Minutes (2 of 2),**

**Unit Date** Fiscal Year 1986

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**Joint Meeting of the Board of Directors and Finance Committee,**

**Unit Date** 1986-1987

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**Board of Directors Meeting Minutes (1 of 2),**

**Unit Date** 1986-1987

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**Board of Directors Meeting Minutes (2 of 2),**

**Unit Date** 1986-1987

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**Board Retreat,**

**Unit Date** 1986

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**Board Retreat,**

**Unit Date** Fiscal Year 1987

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**Executive Committee Meeting Minutes,**

**Unit Date** Fiscal Year 1988

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**Full Board Meeting Minutes (1 of 2),**

**Unit Date** Fiscal Year 1988

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**Full Board Meeting Minutes (2 of 2),**

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**Full Board Meeting Minutes,**

**Unit Date** Fiscal Year 1989

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**Full Board and Executive Committee Meeting Minutes,**

**Unit Date** Fiscal Year 1989

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**Full Board Meeting Minutes,**

**Unit Date** July-December 1989

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**Board of Directors Meeting Minutes,**

**Unit Date** July-December 1989

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**Board of Directors Meeting Minutes (1 of 2),**

**Unit Date** January-June 1990

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**Board of Directors Meeting Minutes (2 of 2),**

**Unit Date** January-June 1990

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**Board of Directors Meeting Minutes,**

**Unit Date** Fiscal Year 1991: September 1990-January 1991

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**Board of Directors Meeting Minutes,**

**Unit Date** Fiscal Year 1991: February 1991-June 1991

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**Executive Committee Meeting Minutes,**

**Unit Date** Fiscal Year 1991

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**Board of Directors Meeting Minutes,**

**Unit Date** June 1991-November 1991

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**Executive Committe Meeting Minutes,**

**Unit Date** Fiscal Year 1992

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**Board of Directors Meeting Minutes (1 of 2),**

**Unit Date** Fiscal Year 1992

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**Board of Directors Meeting Minutes (2 of 2),**

**Unit Date** Fiscal Year 1992

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**Hospice and VNA Board of Directors Retreat,**

**Unit Date** September 1992

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**Board of Directors Meeting Minutes (1 of 2),**

**Unit Date** Fiscal Year 1993: July-December 1992

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**Board of Directors Meeting Minutes (2 of 2),**

**Unit Date** Fiscal Year 1993: July-December 1992

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**Board of Directors Meeting Minutes (1 of 2),**

**Unit Date** Fiscal Year 1993" January-June 1993

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**Unit Date** Fiscal Year 1993" January-June 1993

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**Board of Directors Meeting Minutes (1 of 2),**

**Unit Date** 1996

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**Board of Directors Meeting Minutes (2 of 2),**

**Unit Date** 1996

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**Board of Directors Meeting Minutes,**

**Unit Date** June-December 1996

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**Board of Directors Meeting Minutes,**

**Unit Date** 1996

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**Board of Directors Meeting Minutes,**

**Unit Date** 1996-1997

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**Unit Date** 1997

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**Subseries 1.2: VNA Other Committee Meetings,**

**Unit Date** 1937-1997

**485/486 Review Meeting Minutes,**

**Unit Date** 1982

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**Ad-Hoc Committees,**

**Unit Date** 1983-1988

**Container** 9 (box)

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**All-Staff Meeting Minutes,**

**Unit Date** 1979-1988

**Container** 9 (box)

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**Alpha Home Care Board Meeting Minutes,**

**Unit Date** 1993-1994

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**Anniversary/Fundraising Committee,**

**Unit Date** 1981-1989

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**Annual Planning Meeting Minutes,**

**Unit Date** 1983-1989

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**Unit Date** 1983-1984

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**Clinical Management Meeting Minutes (1 of 2),**

**Unit Date** 1986-1989

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**Clinical Management Meeting Minutes (2 of 2),**

**Unit Date** 1986-1989

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**Unit Date** July-December 1996

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**VNA Community Hospice (1 of 2),**

**Unit Date** July-December 1996

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**Unit Date** 1997

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**Computer Committee,**

**Unit Date** Fiscal Year 1983, Fiscal Year 1989

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**Constitution and By-Law Committee Minutes,**

**Unit Date** 1955,1963,1973,1977

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**Coordinator Meeting Minutes,**

**Unit Date** 1982-1989

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**Development Committee Minutes,**

**Unit Date** 1988

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**Extended Hours Team Minutes,**

**Unit Date** 1987-1988

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**Finance Committee Minutes,**

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**Unit Date** Fiscal Year: 1990

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**Unit Date** Fiscal Year: 1987

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**Holding Company Meeting Minutes,**

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**Holding Company Meeting Minutes,**

**Unit Date** Fiscal Year: 1986

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**Holding Company Meeting Minutes,**

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**Holding Company Meeting Minutes (1 of 2),**

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**Holding Company Meeting Minutes (2 of 2),**

**Unit Date** Fiscal Year: 1988

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**Home Health Aide (HHA) Staff Meeting Minutes,**

**Unit Date** 1979-1985

**Container** 12 (box)

**Container** 5 (Folder)

**Home Health Aide (HHA) Team Meeting Minutes,**

**Unit Date** 1987, 1989

**Container** 12 (box)

**Container** 6 (Folder)

**Home Health Services Meeting Minutes,**

**Unit Date** 1988-1989

**Container** 12 (box)

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**Intake Evaluation Meeting Minutes,**

**Unit Date** 1986

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**Inservice Committee Meeting Minutes,**

**Unit Date** 1982-1989

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**IV Team Meeting Minutes,**

**Unit Date** 1985-1989

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**Legislative Committee Meeting Minutes,**

**Unit Date** 1986

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**Medical Advisory Committee Meeting Minutes,**

**Unit Date** 1937-1976

**Container** 13 (box)

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**Mid-Management Minutes,**

**Unit Date** April-June 1979

**Container** 13 (box)

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**Mid-Management Minutes,**

**Unit Date** Fiscal Year: 1980

**Container** 13 (box)

**Container** 3 (Folder)

**Mid-Management Minutes,**

**Unit Date** Fiscal Year: 1981

**Container** 13 (box)

**Container** 4 (Folder)

**Mid-Management Minutes,**

**Unit Date** Fiscal Year: 1982

**Container** 13 (box)

**Container** 5 (Folder)

**Mid-Management Minutes,**

**Unit Date** Fiscal Year: 1983

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**Mid-Management Minutes,**

**Unit Date** Fiscal Year: 1984

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**Mid-Management Minutes,**

**Unit Date** Fiscal Year: 1985

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**Mid-Management Minutes,**

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**Mid-Management Minutes,**

**Unit Date** Fiscal Year: 1987

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**Mid-Management Minutes,**

**Unit Date** Fiscal Year: 1988

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**Mid-Management Minutes,**

**Unit Date** Fiscal Year: 1989

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**Miscellaneous Special Meeting Minutes,**

**Unit Date** 1985-1988

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**Container** 13 (Folder)

**Night Staff Meeting Minutes,**

**Unit Date** 1983-1987

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**Nominating Committee Minutes,**

**Unit Date** 1980-1989

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**Container** 1 (Folder)

**Nursing Committee,**

**Unit Date** 1938-1950

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**Office Policy/Procedures Task Force Minutes,**

**Unit Date** 1982-1989

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**Unit Date** 1988

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**Patient Education Committee Meeting Minutes,**

**Unit Date** 1981-1989

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**Personnel Committee Meeting Minutes,**

**Unit Date** 1980-1985

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**Personnel Committee Meeting Minutes,**

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**Personnel Committee Meeting Minutes,**

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**Personnel Committee Meeting Minutes,**

**Unit Date** 1989

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**Power Board Member Lists,**

**Unit Date** Undated

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**Product Committee Meeting Minutes,**

**Unit Date** 1983-1984

**Container** 14 (box)

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**Productivity Task Force Minutes,**

**Unit Date** 1986-1989

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**Professional Advisory Committee Minutes,**

**Unit Date** 1978-1981

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**Unit Date** 1982-1984

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**Professional Advisory Committee Minutes,**

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**Professional Advisory Committee Minutes,**

**Unit Date** 1988-1989

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**Public Relations Committee Minutes,**

**Unit Date** 1981-1984

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**Record Committee Meeting Minutes,**

**Unit Date** 1982-1986

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**Record Committee Meeting Minutes,**

**Unit Date** Fiscal Year: 1989

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**Rehab Staff Meeting Minutes,**

**Unit Date** 1980-1983

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**Rehab Quality Assurance Committee Minutes,**

**Unit Date** 1987-1989

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**Secretarial Meeting Minutes,**

**Unit Date** 1982-1988

**Container** 16 (box)

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**Supply Committee Meeting Minutes,**

**Unit Date** 1983

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**Survey Committee Meeting Minutes,**

**Unit Date** 1983

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**Container** 4 (Folder)

**Utilization Review Committee Minutes,**

**Unit Date** 1971-1978

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**Utilization Review Committee Minutes,**

**Unit Date** Fiscal Year: 1985

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**Utilization Review Committee Minutes,**

**Unit Date** Fiscal Year: 1986

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**Utilization Review Committee Minutes,**

**Unit Date** Fiscal Year: 1987

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**Utilization Review Committee Minutes,**

**Unit Date** Fiscal Years: 1987 and 1989

**Container** 16 (box)

**Container** 9 (Folder)

**Visiting Nurse Home Care Inc. Board Minutes,**

**Unit Date** 1996-1997

**Container** 16 (box)

**Container** 10 (Folder)

**Visiting Nurse Home Care Inc. Planning and Finance Committee Minutes (1 of 2),**

**Unit Date** 1993-1995

**Container** 16 (box)

**Container** 11 (Folder)

**Visiting Nurse Home Care Inc. Planning and Finance Committee Minutes (2 of 2),**

**Unit Date** 1993-1995

**Container** 16 (box)

**Container** 12 (Folder)

**Series 2: Correspondence,**

**Unit Date** 1930s-1997

**Scope and Content**

This series contains correspondence produced and received by the VNA. Original filing conventions were maintained where applicable. When there was no apparent organizational structure, correspondence is arranged chronologically.

**Correspondence related to Alexandria, Arlington, Fairfax Health Departments,**

**Unit Date** 1957-1979

**Container** 17 (box)

**Container** 1 (Folder)

**Correspondence related to Alexandria Health Department Contacts,**

**Unit Date** 1984-1988

**Container** 17 (box)

**Container** 2 (Folder)

**Correspondence with the Legal Office of Bean, Kinney, Korman, Hylton, etc. (1 of 2),**

**Unit Date** 1969-1987

**Container** 17 (box)

**Container** 3 (Folder)

**Correspondence with the Legal Office of Bean, Kinney, Korman, Hylton, etc. (2 of 2),**

**Unit Date** 1969-1987

**Container** 17 (box)

**Container** 4 (Folder)

**Correspondence with the VNA Board of Directors (1 of 2),**

**Unit Date** 1972-1990

**Container** 17 (box)

**Container** 5 (Folder)

**Correspondence with the VNA Board of Directors (2 of 2),**

**Unit Date** 1972-1990

**Container** 17 (box)

**Container** 6 (Folder)

**"The People Write," citizen correspondence (1 of 2),**

**Unit Date** 1996

**Container** 17 (box)

**Container** 7 (Folder)

**"The People Write," citizen correspondence (2 of 2),**

**Unit Date** 1996

**Container** 18 (box)

**Container** 1 (Folder)

**Professional Advisory Correspondence (1 of 2),**

**Unit Date** 1978-1990

**Container** 18 (box)

**Container** 2 (Folder)

**Professional Advisory Correspondence (2 of 2),**

**Unit Date** 1978-1990

**Container** 18 (box)

**Container** 3 (Folder)

**Legal Correspondence with attorney Janet Gilbert Ricciuti,**

**Unit Date** Fiscal Year: 1994

**Container** 18 (box)

**Container** 4 (Folder)

**Site Committee Correspondence,**

**Unit Date** 1979

**Container** 18 (box)

**Container** 5 (Folder)

**Correspondence related to Telephone Answering Service,**

**Unit Date** 1974-1987

**Container** 18 (box)

**Container** 6 (Folder)

**Various Correspondence,**

**Unit Date** 1930s-1970s

**Container** 18 (box)

**Container** 7 (Folder)

**Various Correspondence,**

**Unit Date** 1930s-1970s

**Container** 18 (box)

**Container** 7 (Folder)

**Various Correspondence,**

**Unit Date** 1980s-1990s

**Container** 18 (box)

**Container** 8 (Folder)

**Various Correspondence,**

**Unit Date** Undated

**Container** 18 (box)

**Container** 9 (Folder)

**Series 3: Subject Files,**

**Unit Date** 1930s-1997

**Scope and Content**

This series contains files that are arranged by subject or events that were important in the administration of the VNA. Prominent subjects include By-laws, contracts, materials related to the VNA's National League of Nursing (NLN) accreditation, and the merger of the VNA with INOVA.

**Articles of Incorporation,**

**Unit Date** 1966, 1972, 1990

**Container** 19 (box)

**Container** 1 (Folder)

**By-laws,**

**Unit Date** 1960, undated

**Container** 19 (box)

**Container** 2 (Folder)

**By-laws,**

**Unit Date** 1983-1996

**Container** 19 (box)

**Container** 3 (Folder)

**Executive Assistant Procedures,**

**Unit Date** 1982-1990

**Container** 19 (box)

**Container** 4 (Folder)

**"History of By-Laws of Corporation" (1 of 3) ,**

**Unit Date** 1930s-1980s

**Container** 19 (box)

**Container** 5 (Folder)

**"History of By-Laws of Corporation" (2 of 3) ,**

**Unit Date** 1930s-1980s

**Container** 19 (box)

**Container** 6 (Folder)

**"History of By-Laws of Corporation" (3 of 3) ,**

**Unit Date** 1930s-1980s

**Container** 19 (box)

**Container** 7 (Folder)

**"History of the Personnel Manual" and "Personnel Articles" (1 of 3),**

**Unit Date** 1963-1981

**Container** 20 (box)

**Container** 1 (Folder)

**"History of the Personnel Manual" and "Personnel Articles" (2 of 3),**

**Unit Date** 1963-1981

**Container** 20 (box)

**Container** 2 (Folder)

**"History of the Personnel Manual" and "Personnel Articles" (3 of 3),**

**Unit Date** 1963-1981

**Container** 20 (box)

**Container** 3 (Folder)

**Originals of New Procedures (Clinical),**

**Unit Date** 1984

**Container** 20 (box)

**Container** 4 (Folder)

**Policies, Guidelines, Job descriptions,**

**Unit Date** 1945-1990

**Container** 20 (box)

**Container** 5 (Folder)

**Contracts/Proposals/Agreements,**

**Unit Date** 1950-1968

**Container** 20 (box)

**Container** 6 (Folder)

**Contracts with various Virginia hospitals,**

**Unit Date** 1978-1979

**Container** 20 (box)

**Container** 7 (Folder)

**Contracts with Arlington County Schools (re: office space),**

**Unit Date** 1979-1991

**Container** 21 (box)

**Container** 1 (Folder)

**Contract with Georgetown University School of Medicine,**

**Unit Date** 1981-1987

**Container** 21 (box)  
**Container** 2 (Folder)

**Office space leases, Vienna, VA,**

**Unit Date** 1981-1985  
**Container** 21 (box)  
**Container** 3 (Folder)

**Contracts with Department of Rehabilitation Services,**

**Unit Date** 1982-1984  
**Container** 21 (box)  
**Container** 4 (Folder)

**Contracts with Northern Virginia Doctors' Hospital,**

**Unit Date** 1984-1986  
**Container** 21 (box)  
**Container** 5 (Folder)

**Contracts/Proposals with Potomac Hospital,**

**Unit Date** 1985  
**Container** 21 (box)  
**Container** 6 (Folder)

**Contracts/Proposals with Kaiser-Georgetown HMO,**

**Unit Date** 1984-1986  
**Container** 21 (box)  
**Container** 7 (Folder)

**Contracts/Proposals/Agreements and related documents,**

**Unit Date** 1984-1986  
**Container** 21 (box)  
**Container** 8 (Folder)

**Contracts with Americare,**

**Unit Date** 1984-1988  
**Container** 21 (box)  
**Container** 9 (Folder)

**Contract with VNA Alliance Network,**

**Unit Date** 1994-1996  
**Container** 21 (box)  
**Container** 10 (Folder)

**Agency Certification of Funds,**

**Unit Date** 1962-1965  
**Container** 22 (box)  
**Container** 1 (Folder)

**Annual Budget Requests,**

**Unit Date** 1957-1970  
**Container** 22 (box)  
**Container** 2 (Folder)

**Cohen, Rutherford, Blum, and Schott: "Audited Financial Statements and Other Financial Information",**

**Unit Date** 1997

**Container** 22 (box)

**Container** 3 (Folder)

**Court Order Re: Last Will and Testament of Inez Lousie Cadel,**

**Unit Date** 1964

**Container** 22 (box)

**Container** 4 (Folder)

**CPA Finance Report,**

**Unit Date** December 1960

**Container** 22 (box)

**Container** 5 (Folder)

**Fee Plan Booklets,**

**Unit Date** 1981, 1984

**Container** 22 (box)

**Container** 6 (Folder)

**Financial Manual,**

**Unit Date** 1984

**Container** 22 (box)

**Container** 7 (Folder)

**Insurance Companies Financial Documents,**

**Unit Date** 1950, 1977-1978

**Container** 22 (box)

**Container** 8 (Folder)

**Monthly Financial Statements,**

**Unit Date** 1963-1966 and 1969

**Container** 22 (box)

**Container** 9 (Folder)

**Murray, Jonson, and White Tax Information,**

**Unit Date** Fiscal Year: 1980

**Container** 22 (box)

**Container** 10 (Folder)

**Statement of Visiting Nurse Expense and Cost per Visit,**

**Unit Date** 1938-1940, 1949-1950

**Container** 22 (box)

**Container** 11 (Folder)

**Miscellaneous Financial Materials, Budget Recapitulation,**

**Unit Date** 1972

**Container** 22 (box)

**Container** 12 (Folder)

**Blank Forms (1 of 3),**

**Unit Date** 1979-1987

**Container** 22 (box)

**Container** 13 (Folder)

**Blank Forms (2 of 3),**

**Unit Date** 1979-1987

**Container** 22 (box)

**Container** 14 (Folder)

**Blank Forms (3 of 3),**

**Unit Date** 1979-1987

**Container** 23 (box)

**Container** 1 (Folder)

**Alexandria VNA History: Correspondence, miscellaneous materials,**

**Unit Date** 1943

**Container** 23 (box)

**Container** 2 (Folder)

**History: Anniversary Celebrations, 25th and 40th,**

**Unit Date** 1962-1977

**Container** 23 (box)

**Container** 3 (Folder)

**History: Certificates,**

**Unit Date** 1964-1984

**Container** 23 (box)

**Container** 4 (Folder)

**History: Fact sheets, Philosophy, miscellaneous,**

**Unit Date** 1960-1972

**Container** 23 (box)

**Container** 5 (Folder)

**IVNA History: Written account with related correspondence,**

**Unit Date** 1937-1953

**Container** 23 (box)

**Container** 6 (Folder)

**IVNA History: Written account with related correspondence and agency membership,**

**Unit Date** 1937-1966

**Container** 23 (box)

**Container** 7 (Folder)

**IVNA History: Written account with related correspondence,**

**Unit Date** 1937-1960s

**Container** 23 (box)

**Container** 8 (Folder)

**IVNA History: Written account with related correspondence and fact sheets,**

**Unit Date** 1940-1966

**Container** 23 (box)

**Container** 9 (Folder)

**VNA History: Living with Cancer Project,**

**Unit Date** 1984

**Container** 23 (box)

**Container** 10 (Folder)

**VNA: Organization Charts,**

**Unit Date** 1962-1989

**Container** 24 (box)

**Container** 1 (Folder)

**VNA History: Written Accounts (1 of 2),**

**Unit Date** 1937-1965

**Container** 24 (box)

**Container** 2 (Folder)

**VNA History: Written Accounts (2 of 2),**

**Unit Date** 1937-1965

**Container** 24 (box)

**Container** 4 (Folder)

**VNA-INOVA Merger (1 of 2),**

**Unit Date** 1997

**Container** 24 (box)

**Container** 4 (Folder)

**VNA-INOVA Merger (2 of 2),**

**Unit Date** 1997

**Container** 24 (box)

**Container** 5 (Folder)

**VNA-INOVA Merger: related documents,**

**Unit Date** 1996-1997

**Container** 24 (box)

**Container** 6 (Folder)

**First National League for Nursing (NLN) Accreditation,**

**Unit Date** 1965

**Container** 25 (box)

**Container** 1 (Folder)

**NLN Accreditation,**

**Unit Date** 1977

**Container** 25 (box)

**Container** 2 (Folder)

**NLN Interim Report,**

**Unit Date** 1980

**Container** 25 (box)

**Container** 3 (Folder)

**NLN Accreditation,**

**Unit Date** 1983

**Container** 25 (box)

**Container** 4 (Folder)

**Correspondence from NLN related to accreditation,**

**Unit Date** 1982-1988

**Container** 25 (box)

**Container** 5 (Folder)

**VNA Correspondence related to NLN accreditation,**

**Unit Date** 1982-1988

**Container** 25 (box)

**Container** 6 (Folder)

**NLN Policies and Procedures,**

**Unit Date** 1986

**Container** 25 (box)

**Container** 7 (Folder)

**Visiting Nurse Home Care, Inc.,: "Community Health Accreditation Program Inc. Accreditation Report (1 of 4),**

**Unit Date** 1993

**Container** 25 (box)

**Container** 8 (Folder)

**Visiting Nurse Home Care, Inc.,: "Community Health Accreditation Program Inc. Accreditation Report (2 of 4),**

**Unit Date** 1993

**Container** 25 (box)

**Container** 9 (Folder)

**Visiting Nurse Home Care, Inc.,: "Community Health Accreditation Program Inc. Accreditation Report (3 of 4),**

**Unit Date** 1993

**Container** 26 (box)

**Container** 1 (Folder)

**Visiting Nurse Home Care, Inc.,: "Community Health Accreditation Program Inc. Accreditation Report (4 of 4),**

**Unit Date** 1993

**Container** 26 (box)

**Container** 2 (Folder)

**Miscellaneous Materials re: NLN Accreditation,**

**Unit Date** 1982-1991

**Container** 26 (box)

**Container** 3 (Folder)

**VNA: CHAP/NLN Annual Report,**

**Unit Date** 1988

**Container** 26 (box)

**Container** 4 (Folder)

**Newspaper clippings,**

**Unit Date** 1950s-1960s

**Container** 27 (box)

**Container** 1 (Folder)

**Newspaper clippings,**

**Unit Date** 1950s-1970s

**Container** 27 (box)

**Container** 2 (Folder)

**Newspaper clippings,**

**Unit Date** 1960s-1970s

**Container** 27 (box)

**Container** 3 (Folder)

**Newspaper clippings from scrapbook,**

**Unit Date** 1960s-1970s

**Container** 27 (box)

**Container** 4 (Folder)

**Newspaper clippings,**

**Unit Date** 1960s-1980s

**Container** 27 (box)

**Container** 5 (Folder)

**Scrapbook: "Instructive Visiting Nurse Association of Arlington, VA,**

**Unit Date** 1937-1945

**Container** 27 (box)

**Container** 6 (Folder)

**Materials from scrapbook,**

**Unit Date** 1947-1958

**Container** 27 (box)

**Container** 7 (Folder)

**Agency Evaluation and related correspondence,**

**Unit Date** 1980

**Container** 28 (box)

**Container** 1 (Folder)

**"Implementation of Goals",**

**Unit Date** 1975-1976

**Container** 28 (box)

**Container** 2 (Folder)

**Long-Range Study of Agency Operations**

**Unit Date** 1978

**Container** 28 (box)

**Container** 3 (Folder)

**Long-Range Plans,**

**Unit Date** 1984-1989

**Container** 28 (box)

**Container** 4 (Folder)

**Overall Agency Objectives and Evaluation,**

**Unit Date** Fiscal Year: 1981

**Container** 28 (box)

**Container** 5 (Folder)

**Overall Agency Objectives and Evaluation,**

**Unit Date** Fiscal Year: 1982

**Container** 28 (box)

**Container** 6 (Folder)

**Overall Agency Objectives and Evaluation,**

**Unit Date** Fiscal Year: 1983

**Container** 28 (box)

**Container** 7 (Folder)

**Overall Agency Objectives and Evaluation,**

**Unit Date** Fiscal Year: 1984

**Container** 28 (box)

**Container** 8 (Folder)

**Overall Agency Objectives and Evaluation,**

**Unit Date** Fiscal Year: 1985

**Container** 28 (box)

**Container** 9 (Folder)

**Program Statements,**

**Unit Date** 1961-1973

**Container** 28 (box)

**Container** 10 (Folder)

**"Statement of Intention",**

**Unit Date** 1965

**Container** 28 (box)

**Container** 11 (Folder)

**Strategic Plans:,**

**Unit Date** 1981-1990

**Container** 28 (box)

**Container** 12 (Folder)

**Strategic Plans: (1 of 3),**

**Unit Date** 1990-1993

**Container** 29 (box)

**Container** 1 (Folder)

**Strategic Plans: (2 of 3),**

**Unit Date** 1990-1993

**Container** 29 (box)

**Container** 2 (Folder)

**Strategic Plans: (3 of 3),**

**Unit Date** 1990-1993

**Container** 29 (box)

**Container** 3 (Folder)

**Annual Reports,**

**Unit Date** 1938-1996

**Container** 30 (box)

**Container** 1 (Folder)

**Aspen Systems Corporation Summation Report and Proposal to Provide Technical Assistance,**

**Unit Date** 1988

**Container** 30 (box)

**Container** 2 (Folder)

**Executive Director's Reports,**

**Unit Date** 1941-1985

**Container** 30 (box)

**Container** 3 (Folder)

**Monthly Report to the Executive Director,**

**Unit Date** 1987-1988

**Container** 30 (box)

**Container** 4 (Folder)

**Annual Reports,**

**Unit Date** 1938-1996

**Container** 30 (box)

**Container** 5 (Folder)

**Report to the Board of Directors,**

**Unit Date** 1976 and 1978

**Container** 30 (box)

**Container** 6 (Folder)

**Statistical, Treasurer's, and Service Reports**

**Unit Date** 1949-1977

**Container** 30 (box)

**Container** 7 (Folder)

**Reports from Fazzi and Associates,**

**Unit Date** February 1993

**Container** 30 (box)

**Container** 8 (Folder)

## **Reports from Fazzi and Associates,**

**Unit Date** February 1993

**Container** 30 (box)

**Container** 9 (Folder)

## **Press Releases ,**

**Unit Date** 1948, 1972-1977

**Container** 30 (box)

**Container** 10 (Folder)

## **Informational Pamphlets,**

**Unit Date** 1930s-1940s

**Container** 30 (box)

**Container** 11 (Folder)

## **Informational Pamphlets,**

**Unit Date** 1950s-1960s

**Container** 30 (box)

**Container** 12 (Folder)

## **Informational Pamphlets,**

**Unit Date** 1970s-1980s

**Container** 30 (box)

**Container** 13 (Folder)

## **Series 4: Photographs,**

**Unit Date** 1955-ca.1979

### **Scope and Content**

This series is comprised of photographs from the INVA and VNA. Most of the photographs are of nurses making house calls and working with patients. Other images include ceremonies and receptions, and promotional photographs.

### **Photos,**

**Unit Date** 1955-1979, with many undated

**Container** 31 (box)

**Container** 1 (Folder)

## **Series 5: Oversize Materials,**

**Unit Date** 1959-1997

### **Scope and Content**

This series is comprised of 2 boxes of objects that are stored in larger containers. The materials included are award plaques, framed certificates, and guest books.

### **Scrapbook,**

**Unit Date** 1959-1964

**Container** 32 (box)

## **CLIA Laboratory Certificate of Waiver,**

**Unit Date** 1996-1998

**Container** 33 (box)

**Container** 1 (Folder)

**Guest Book: "60th Anniversary Celebration",**

**Unit Date** April, 1997

**Container** 33 (box)

**Container** 2 (Folder)

**VNA Community Hospice Volunteer of the Year Award plaque with picture of 1996 winner,**

**Unit Date** 1994-1996

**Container** 33 (box)

**Container** 3 (Folder)

**"Member: Mount Vernon-Lee Chamber of Commerce,**

**Unit Date** 1996-1997

**Container** 33 (box)

**Container** 4 (Folder)

**National Hospice Organization Member plaque,**

**Unit Date** 1994-1997

**Container** 33 (box)

**Container** 5 (Folder)

**The Virginia Association for Hospices membership certificate for VNA Community Hospice,**

**Unit Date** 1996

**Container** 33 (box)

**Container** 6 (Folder)

**VNA Community Hospice Employee of the Year Award plaque with picture of winner,**

**Unit Date** 1994-1996

**Container** 33 (box)

**Container** 7 (Folder)